

Clinical Practice Center Coordinator Position Description

Education:

Must hold a minimum of a Bachelor's degree in nursing or hold a baccalaureate with a major in nursing.

Experience:

Minimum of two (2) years of recent experience in clinical nursing in direct patient care as a registered nurse (will consider one year with other comparable experience). Must be competent in nursing skills, adult teaching/learning skills and use of technology. Effective oral and written communication skills; ability to interact effectively and appropriately with culturally diverse groups; and must possess strong computer skills. Must be organized and able to keep supply inventories.

Licensure:

The Clinical Skills Coordinator shall hold a current unrestricted license as a registered nurse in Illinois or be eligible for such. If a current unrestricted license is not held, one must be obtained within 90 days.

Reports to:

Director of Simulation and Clinical Affairs

Purpose:

The Clinical Skills Coordinator is a full-time, 12-month position that provides professional coordination of the simulation and clinical skills student experiences. The Coordinator, in collaboration with the Director of Simulation and Clinical Learning (Director), Simulation Coordinator, and Clinical Affairs Coordinator, is accountable to assist in planning, implementing, and evaluating the experiences within the Simulation and Clinical Practice Centers. The Coordinators will adapt an interdisciplinary approach to all functions of the department. This position includes occasional evenings and weekends.

Responsibilities:**A. OPERATIONS**

1. Maintains primary responsibility for the daily operation of the Clinical Practice Center.
2. Assumes primary accountability for the Simulation Center in the absence of the Simulation Coordinator.
3. Effectively sustains adequate job knowledge, professional growth, and problem solving abilities, including current evidence in the field of nursing and health sciences simulation and clinical practice.
4. Assists with planning, developing, implementing and evaluating plans for future use of the Simulation and Clinical Practice Centers in collaboration with the Director and other coordinators.

5. Actively adopts a culture of collaboration with all disciplines.
6. With the Simulation Coordinator, keeps accurate records of the activities of the Centers. This includes, but is not limited to, number of students, hours of practice, usage per human patient simulator and provides updates to Director monthly.
7. Maintains primary responsibility for managing and scheduling of work study students; delegate's responsibilities to work-study student as appropriate.
8. Maintains inventory and records of supplies, equipment, and management of inventory tracking system of departmental equipment and maintenance of the assets of the Simulation Centers.
9. Develops and coordinates information to maintain current LMS updates and announcements.
10. Assumes responsibility for the daily operations of the Simulation and Clinical Practice Centers, in the absence of the Director and Simulation Coordinator.

B. TEACHING

1. Schedules and coordinates training sessions, clinical lab sessions, and individual requests from Methodist College faculty, staff and students.
2. Can effectively teach simulation and clinical skills using an evidence-based approach that promotes an optimal learning environment.
3. Utilizes the principles of adult learning when teaching.
4. Supports staff and faculty during the planning and running of simulation events preparing, applications, props placement, and moulage set up to create a realistic healthcare setting.
5. Applies policies and procedures of the Simulation Centers and assists with revisions as appropriate.

C. TECHNOLOGY

1. Sets up simulation equipment to meet assigned student learning objectives
2. Physical set up and take down of a variety of healthcare simulation manikins and clinical lab environments with extreme attention to detail as assigned.
3. In collaboration with the Simulation Coordinator and Clinical Affairs Coordinator, maintains equipment and supply inventory for the SLCs.
4. In collaboration with the Simulation Coordinator and the Clinical Affairs Coordination, creates supply orders of hardware, software, and clinical skills equipment and supplies. Reports need for replenishment to Director.
5. Utilizes departmental specific software, databases, and websites as directed.
6. Provides general maintenance and troubleshooting of equipment within the Centers
7. Operates simulation equipment, task trainers, computerized simulators, and virtual reality procedural trainers with the ability to follow medical aspects of scenarios, and make appropriate adjustments to technology systems.
8. Provide audio/visual technical assistance and operations during lab recordings.
9. Provide technical support related to simulation based products to faculty, staff, and students. To include trouble-shooting problems, instructing on proper use, and facilitating vendor repairs when necessary.
10. Investigates new instructional technologies and makes specific equipment recommendations to the director with supporting budgetary information.

11. With training, become competent in operation and use of the simulation and clinical lab equipment.

D. SERVICE (Assist and support in simulation and clinical activities)

1. Provide orientation of simulation center and equipment to novice faculty and learners.
2. Set up for simulation and clinical skills sessions and ensures all materials needed are available throughout clinical sessions.
3. Develops instructional materials regarding the set-up and usage of a wide variety of clinical models and manikins.
4. Maintains currency in hospital policies and procedures related to direct patient care.
5. Participates and assists in College events (Open House, Orientation, and Graduation).
6. Serves on College committees as appropriate and as directed by the Director of the Simulation and Clinical Affairs.
7. Leads tours of the Centers for a variety of groups and organizations.
8. Represents the College to internal and external constituents.

The Clinical Practice Center Coordinator will assume the duties of the Simulation Coordinator and/or Clinical Affairs Coordinator in their absence.

Performs other duties as assigned by the Director of the Simulation and Clinical Affairs.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- Must be able to lift up to 50 pounds
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION:

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.